# MPCP, RPCP and WPCP
# Requirement Reminders and Other Information
# July 2019 to September 2019

The Department of Public Instruction (DPI) is providing this information regarding upcoming requirements and other information to Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and Wisconsin Parental Choice Program (WPCP) (collectively Choice) schools. Please review the 2019-20 School Important Dates located on the Information for Schools web page for other upcoming requirements. Please review the Program Bulletins referenced in this document for more complete information. The requirements identified in this document are based on Wis. Stats. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and PI 48.  *Information provided is subject to statutory and administrative rule changes.*

**The DPI has already received some of the reports listed below from some schools. Please do not request confirmation of receipt if the school has already submitted the reports.**

## Contents

In order to be eligible to receive state aid payments under the Choice program, schools must meet certain program requirements, including the timely submission of all program reports, audits, and administration of required assessments.

**Please contact the DPI at PrivateSchoolChoice@dpi.wi.gov or 1-888-245-2732 ext. 3 if you have questions.**

# REMINDERS

## 1. MPCP & RPCP Schools - Application Process

MPCP and RPCP schools should review the "Application Process Bulletin" at School Application Processing which includes most of the information below and additional information schools may find helpful.

**Eligibility Determination**
Schools participating in the MPCP and RPCP must determine if all MPCP and RPCP applications are eligible and verify applications in OAS by one of the following (whichever comes first):
- prior to the next application period;
- prior to completing a random drawing, if required;
- within 60 days of the end of an application period during which an application is received by the school; or
- prior to the next count date.

**Notification**
MPCP and RPCP schools must notify the parent of each applicant of their acceptance or non-acceptance (whether placed on the waiting list or denied) via mail or email, **within 60 days of the end of the application period** during which an application is received.

- If a student is placed on the waiting list, a notice of non-acceptance must be sent to the parent indicating the student's place on the waiting list.
- If the school denies a student application, the notice of non-acceptance must include the reason the student was not accepted. A Choice application may only be denied if the student does not meet the residency, income (if applicable), and age requirements (for grades K4, K5 and 1) or there is no space available at the school (i.e. there were more applications then seats available therefore the student would be placed on the waiting list). Generally, for the RPCP, students must also be applying to certain grades or meet a prior year attendance requirement.

**Application Periods**
The table below displays the MPCP and RPCP application period start and end dates and the last day to verify applications in the Online Application System (OAS) for each application period for the 2019-20 school year. The October, November, and December application periods are only for the MPCP.

**2019-20 MPCP and RPCP Future Application Periods or Due Dates**

| Application Period | Start Date | End Date | Last Day to Verify in OAS |
|---|---|---|---|
| May | 5/1/2019 | 5/20/2019 | 7/19/2019 |
| Jun | 6/1/2019 | 6/20/2019 | 8/19/2019 |
| Jul | 7/1/2019 | 7/22/2019 | 9/20/2019 |
| Aug | 8/1/2019 | 8/20/2019 | 10/1/2019 |
| Sep | 9/1/2019 | 9/16/2019 | 10/1/2019 |
| Oct (MPCP only)* | 10/1/2019 | 10/21/2019 | 12/20/2019 |
| Nov (MPCP only)* | 11/1/2019 | 11/20/2019 | 1/19/2020 |
| Dec (MPCP only)* | 12/1/2019 | 1/7/2020 | 2/1/2020 |

Note: Schools must submit applications in OAS prior to count reports for an application to be counted and eligible for payment.
*Second semester participation only.

MPCP and RPCP applications that are not verified by the "Last Day to Verify in OAS" above will have an OAS status of "Expired after 60 Days" and will be ineligible for a voucher. These parents may re-apply in a future application period, if available. If the school does not have any remaining open application periods for the applicable Choice program, the students will not be able to attend the school as Choice students.

Schools can find applications that have not been verified in OAS as follows:
- Click "App Summary" located on the left side menu bar.
- Place a check next to "Not Yet Verified" located at the top of the screen.
- Filter the "Enroll Pd:" drop down located at the top of the screen by open application period month name.
- Applications that have not been verified by the school for the selected open application period will be displayed. If the message "No records found" displays, the school has verified all applications for the open application period.

**Helpful Resources**
- Training Module 8: Student Applications & Eligibility at On Demand Training
- Documents under Explanation of Application Requirements and Process, including Applications Process Bulletin and Application Verification and Corrections FAQ at School Application Processing

# 2. WISEdata - Summer 2019

**New 2019-20 Schools**
- New schools must set up their Choice Administrator as the District Security Administrator (DSA) **by July 1.** DSAs manage access to the DPI secure reporting applications through the Application Security Manager tool. WISEdata training videos provide additional information in setting up the school's DSA.
- Private schools that are first participating in the Choice program for the 2019-20 school year must have a student information system (SIS) that is operational and reporting data to WISEdata no later than **the first day of school.** Please see the New Choice Schools: Welcome to WISEdata document to learn the basics of WISEdata, view a list of DPI WISEdata certified SIS vendors, and learn how to efficiently transition to a new data reporting process. The DPI strongly suggests you choose a SIS vendor from the certified list.
- New schools should plan to attend one of the WISEdata training days that will be held at the DPI in Madison on July 22, 29, or August 5. Schools need to complete their state reporting vendor training prior to the DPI training. Schools should do the following: bring a laptop and make sure they can access their SIS remotely; bring or be able to access their vendor-provided state reporting documents; and obtain a WAMS ID for each attendee prior to the training session. Information on obtaining a WAMS ID can be found on the WAMS website.

**All 2019-20 Schools – Beginning July 30**
- All schools may begin sending WISEid request files generated from their SIS to report new students and reporting student data through the WISEdata Ed-Fi API at any time. Schools will see their data in the WISEdata Portal beginning July 30.
- The Data Elements Page has detailed descriptions of the data elements and what codes to use. Schools can select "Choice Schools" on the School Type drop down menu and click "Apply" to display only the Choice school data elements. Next, schools can click on each data element name for more detailed information on that element.
- Private schools update the DPI database directly with the school's information. School Directory data as of July 31 is listed and published in the *Wisconsin School Directory* 2019-2020 and no updates are allowed during the month of August. If PSCP schools make any updates using the School Directory application, they must also update the Choice program information using the School Information Update form.

**All 2018-19 Schools – By August 2**
- Schools that participated in the Choice program during the 2018-19 school year should complete all updates and resolve all errors and warning resolutions in the WISEdata portal for 2018-19 school year student data by August 2.

**2018-19 Schools Changing to New SIS Vendor for 2019-20**
- Schools changing to a new SIS vendor for the 2019-20 school year must plan for the continuous maintenance and reporting of the 2018-19 school year through December 10, 2019, while also reporting the start of the 2019-20 school year. The school may (1) maintain the old SIS to report the data through December 2019 or (2) plan for the conversion of the 2018-19 student data to the school's new SIS. Schools should work with their new SIS vendor to determine how to proceed.

- If your school changes SIS vendors, you must maintain all progress records, which includes attendance records, for at least five years after the Choice student leaves your school.

**WISEdata Conference Session Presentations and Videos Posted**
The WISEdata conference session presentations from the 2019 WISEdata conference have been posted. Topics include the WISEdata Portal and Data Elements, WISEids, WISEdata End of Year Reporting, and Report Card Accountability.

**Report Cards**
Please see Section 8 for information on opting into/out of all-school report card.

**Helpful Resources**
- New Choice Schools: Welcome to WISEdata
- Data Elements Page
- WISEdata Events
- WISEid/WISEdata for Choice Schools User Group
- WISEid Quick Start Guide for Choice Schools
- WISEdata Help
- WISEdata conference session presentations
- Training Module 4: Report Cards, Student Information System and WISEdata at Choice programs - On Demand Training
- SIS Conversion Guidance
- WISEdata training videos

If you have questions, please enter a WISE Support Help Ticket or contact your SIS vendor.


# 3. MPCP & RPCP Schools - Last Day to Request Grade Changes by the DPI - July 31

MPCP and RPCP schools may email PrivateSchoolChoice@dpi.wi.gov to request grade changes until July 31, 2019. Emails with grade change requests must include the student's name and date of birth. See the Application Verification and Corrections FAQ for additional information on what should be included in the email.

After July 31st, MPCP, RPCP, and WPCP schools may change the grade for a student through the enrollment/count reports.

**Helpful Resources**
- Training Module 9: Payments & Count Reports at Choice programs - On Demand Training
- Application Verification and Corrections FAQ at School Application Processing


# 4. WPCP Schools - Student Withdrawals - Summer to January 7

WPCP schools must notify the DPI immediately at PrivateSchoolChoice@dpi.wi.gov with the following, when a student withdraws from the school or decides to no longer participate in the WPCP:

1. Student name, date of birth, and grade level.
2. Attach *one* of the following:
   a. School form showing the student has withdrawn from the WPCP or will not be attending the school for the current school year. The form must include the student name and be signed by a parent on the WPCP application. Please note that a request for records does not meet this requirement.
   b. A letter or email from a parent on the WPCP application sent to the school which includes the parent(s) name, the student name, and the school name stating the student has withdrawn from the WPCP or will not attend the school for the 2019-20 school year. A letter must be signed by a parent on the WPCP

application and an email must be from a parent on the WPCP application, including the email heading information (i.e. To line, From Line, Date, Subject).

**Helpful Resources**
- Application Process Bulletin at School Application Processing
- Training Module 10-1: WPCP Application Process at Choice programs - On Demand Training

# 5. WPCP Schools – Student Moves – April 21 to Third Friday in August (August 16) Two Different Types of Moves:

- **First Type of Move--WPCP Student Moves and Wishes to Transfer to another WPCP School - August 1 to August 16**

WPCP schools must notify the DPI immediately at PrivateSchoolChoice@dpi.wi.gov between the first weekday in August (August 1 in 2019) and the third Friday in August (August 16 in 2019), when a parent/guardian requests a WPCP student application **be transferred to a different WPCP school.** Between August 1 and August 16, the DPI may transfer the applications of certain students to a different private school participating in the WPCP only if:
   a. The student applied and was determined eligible to participate in the WPCP during the enrollment period for that school year, which occurred between February 1 and April 20, 2019;
   b. The student's residence changed between April 21 and August 16, 2019, and the student continues to reside in a Wisconsin school district other than the Racine Unified School District or the city of Milwaukee;
   c. The private school to which the student's application is transferred has space available in the student's grade; and
   d. The student resides in a school district that has not exceeded its participation limit in the WPCP.

The school that the student is requesting to transfer **to** must do the following:
   1. Complete steps 1 and 2 in the Residency Documentation Bulletin for the student's new address. Schools must obtain new residency documentation dated between April 21 and August 16 showing the new address and keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in the Residency Bulletin.
   2. Email the DPI at PrivateSchoolChoice@dpi.wi.gov the following:
       i. Student name, date of birth, and grade level.
       ii. Date student residence changed, new address, and school district of new address.
       iii. Attach an email from parent or letter signed by the parent showing the transfer request that includes the student name.

The DPI will then review the request and notify the school whether or not the application may be transferred. If the transfer request is approved for a new student that used the DPI income determination method, the school that the student transferred to will need to obtain the income documentation from the school where the student had an accepted application.

- **Second Type of Move --WPCP Student Moves to Milwaukee or Racine Unified School District and Stays at Same School**

The DPI may transfer an accepted application from the WPCP to the RPCP or MPCP **at the same school** if the student moves to the city of Milwaukee or the Racine Unified School District and the school participates in the applicable program.

Schools aware of a WPCP student that has moved to the city of Milwaukee or the Racine Unified School District by August 16 should complete the following if the school participates in the applicable Choice program where the student moved:
   1. Complete steps 1 and 2 in the Residency Documentation Bulletin for the student's new address. Schools must obtain new residency documentation dated between April 21 and August 16 showing the new address and

keep the new residency documentation for their auditor's review. Other than the date requirement, the residency documentation must meet the requirements described in the Residency Bulletin.

2.  Email the DPI at PrivateSchoolChoice@dpi.wi.gov the following **by August 16**:
    i.   Student name, date of birth, and grade level.
    ii.  New address and school district of new address.

The DPI will review the request and notify the school whether or not the application may be transferred.

If the school determines **after August 16** that a WPCP student moved as of the Third Friday in September to the city of Milwaukee or Racine Unified School District, the school should report the address change in the Third Friday in September Count Report. This process is explained in the WPCP Address Verification for Incoming Pupils section of the Residency Documentation Bulletin.

**Helpful Resource**
- Residency Documentation Bulletin and Application Verification and Corrections FAQ at School Application Processing

# 6. Accreditation and Preaccreditation - due by August 1

All Choice schools, new and continuing, *that are fully accredited* must submit a letter from their accrediting organization to PrivateSchoolChoice@dpi.wi.gov confirming that the school is accredited for all grades offered for the 2019-20 school year by August 1. This includes any additional grade(s) the school begins offering in the 2019-20 school year as well as all locations included in the school's Intent to Participate.

If the school participates in the Choice program and the Special Needs Scholarship Program (SNSP), one letter may be submitted for the Choice programs and the SNSP.

Choice schools new to the program in the 2019-20 school year *that are not fully accredited* must email a letter from their preaccreditation organization to the DPI at PrivateSchoolChoice@dpi.wi.gov stating that the school attained preaccreditation by August 1, 2019.

The Choice administrator should check with the accreditation organization to determine if the required letter has been emailed to the DPI before contacting the DPI.

**Helpful Resources**
- Training Module 1-1: General School Requirements at Choice programs - On Demand Training
- Accreditation Bulletin at Program Bulletins

# 7. Private School – All-Students Report Card Form - due by August 1

Under 2015 Wisconsin Act 55, all private schools participating in a Choice program will receive a Private School - Choice Students Report Card. This report card will only include data from Choice students attending your school. In addition, Choice schools have the option to receive a Private School - All Students Report Card based on all students attending the school. Schools may change the opt in/opt out decision for the Private School – All-Students Report Card annually by August 1

***All Schools:*** Private schools that are first participating in the Choice program or continuing in the Choice program and changing the opt in/opt out, must complete and submit a new Private School - All Students Report Card Form. The completed form should be signed, scanned, and emailed to the DPI at PrivateSchoolChoice@dpi.wi.gov by August 1.

***Continuing Schools:*** Continuing schools may view their Private School - All Students Report Card opt in/opt out decisions on the School Submitted Reports web page. If the school wishes to change this preference for the 2019-20 Private School Report Card, the school must complete and submit a new form as described above.

*Continuing schools who are not making a change do not need to send a new Private School Report Card Form.*

Due to data collection processes, the DPI cannot change the 2019-20 data collection for Choice and non-Choice students after August 1. After that date, your next opportunity to change your school's opt in/opt out decision will be for the 2020-21 school year. Please remember it takes a minimum of two consecutive years of sufficient reported data to produce a Private School Report Card.

To access a report card for a private school participating in the Choice program:
- Go to Information for Schools
- Click on "Report Cards" on the left menu bar under Related Links
- Click on the "Click Here for School and District Report Cards" green box in middle of page
- Click on "Private Schools" blue box and then pick a school from the drop down
- Open the Report Card PDF

**Helpful Resources**
- Training Module 4-1: Report Card, Student Information System, and WISEdata at Choice programs - On Demand Training
- Private School - All Students Report Card Form and Private School - All Students Report Card School Year's Data Option at School Submitted Reports and Forms

# 8. New 2019-20 Schools - Academic Standards - due by August 1

Private schools that are first participating in the Choice program for the 2019-20 school year must email the school's academic standards to the DPI at PrivateSchoolChoice@dpi.wi.gov by August 1, 2019. New schools that provided the information to the DPI when submitting the Disclosure of Information have already met the requirement and do not need to provide the standards again.

Academic standards specify what students should know and be able to do in the classroom. They serve as goals and outcomes for teaching and learning. Academic standards are not curriculum, material used in the classroom, or a program description. Do not provide the school's curriculum to the DPI.

The school must email the academic standards for grade levels in ALL of the following specific subjects to the DPI: Mathematics, Science, Reading and Writing, Geography, and History.

The school's Choice administrator must email the DPI at PrivateSchoolChoice@dpi.wi.gov with one of the items below. The email must be from the school's Choice administrator and include the school's name and the city where the school is located.
- A statement that the school has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998;
- A web link for the school's academic standards; or
- The academic standards (i.e. scan and attach to the email).

**Helpful Resource**
- Training Module 3-2: Disclosure of Information Requirements at Choice programs - On Demand Training

# 9. New 2019-20 Schools - Additional Requirements - due by August 1

All schools new to the Choice program in 2019-20 must meet requirements for providing proof of insurance, fidelity bond, and a certificate of occupancy, if applicable. Send these items to PrivateSchoolChoice@dpi.wi.gov.

Schools new to the Choice program in the 2019-20 school year that did not offer Choice summer school instruction must email all of the following to the DPI at PrivateSchoolChoice@dpi.wi.gov by August 1:

- A copy of the school's certificate of insurance or other evidence of having obtained:
  - The minimum insurance coverage as required under Choice program rules unless a different amount is recommended based on the written recommendation of a risk or insurance consultant; and
  - A fidelity bond, known also as a blanket bond or employee dishonesty bond, indemnifying the private school against loss resulting from dishonesty, malfeasance or neglect by owners, officers or employees.
- One of the following for all buildings if the school is participating in the MPCP and for any buildings located in the Racine Unified School District for WPCP and RPCP schools:
  - A certificate of occupancy from the municipality within which the private school is located; or
  - A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
  - If the municipality and regional unit do not issue certificates of occupancy, then submit a letter from the municipality within which the school is located explaining that the municipality does not issue certificates of occupancy.

**Helpful Resources**
- Training Module 1-1: General Program Requirements and Training Module 6-7: Liability Insurance & Fidelity Bond at Choice programs - On Demand Training
- Insurance Requirements at Information for Schools

## 10. New 2019-20 Schools -Auditor Authorization Form - due by August 15

Schools new to the Choice program in the 2019-20 school year must submit to the DPI the Auditor Authorization form, available at Auditor Information, identifying the external audit firm that will perform the required Choice program audits and agreed upon procedure reports by August 15. The form may be emailed to DPIChoiceAuditReports@dpi.wi.gov.

**Helpful Resources**
- Training Module 3-3: Auditor Authorization Form at Choice programs - On Demand Training
- Auditor Authorization form available at Auditor Information

## 11. Continuing Schools with New Building(s) - due by First Day of School

All continuing schools with a new building(s) must scan and email to the DPI at PrivateSchoolChoice@dpi.wi.gov, a completed School Information Update Form, which can be found at School Information, indicating the address of the new building, prior to the first day of school.

Additionally, if a continuing MPCP school has any new building(s) or a continuing WPCP or RPCP school has a new building located in the Racine Unified School District, one of the following must be emailed to the DPI at PrivateSchoolChoice@dpi.wi.gov prior to students being in the building:
- A certificate of occupancy from the municipality within which the private school is located;
- A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
- If neither the municipality nor the local or regional unit issues certificates of occupancy, submit a letter from the municipality, within which the school is located, explaining that the municipality does not issue certificates of occupancy.

**Helpful Resource**
- Training Module 1-1: General Program Requirements and Training Module 3-4: School Information Update Form at Choice programs - On Demand Training

## 12. MPCP & RPCP Schools - Submit Applications in OAS - due by September 1 (Sunday)

MPCP and RPCP schools must verify and submit eligible applications in OAS in order for students to be included in any of the three membership reports. The membership reports count students by grade for purposes of state aid payments to Choice schools. The three membership reports include the following: Preliminary Enrollment Report (due by September 1), Third Friday in September Count Report (due by October 1) and Second Friday in January Count Report (due by February 1).

MPCP and RPCP schools may submit applications only after the end of an open application period. Only applications that have been verified may be submitted (see page 2 for the last day to verify applications for each application period). Applications for students that are on a school's waiting list should not be submitted. These applications should remain in "Verified" status until the student is offered a seat. If a student is offered a seat, the DPI recommends the school submit the application in OAS after the student has accepted the seat, if time allows.

To submit applications in OAS, MPCP and RPCP schools should click on "Submit Apps to DPI" on the left OAS menu bar.

Please see the helpful tips below for the "Submit Apps to DPI" function in OAS:
- *Student has \* under the "Multi App \*" column:* The school should confirm the student does not already have a submitted application. Applications with an asterisk indicate multiple applications exist for the student with a status of: Not Yet Verified, Verified, Submitted, or Ineligible per DOR. Each student should only have one submitted application. If the student has an application that was determined ineligible by DOR, any subsequent applications for the student must be marked as ineligible (i.e. the school should mark the application as "The family is not eligible for the MPCP/RPCP/WPCP based on the information provided" on the verification screen).
- *Student name not listed:* The school has not completed the verification for the student's application. Only applications that have been verified will be displayed under "Submit Apps to DPI". The school should go to the "App Summary" and complete the application verification for the student.
- *Student has a "Too early to submit" message:* The school must wait until the end of the application period to submit the application.
- *Student has a "Verification Not Complete" message:* The school should check that the verification for all students (i.e. new and continuing students) on the family's application has been completed.

**Helpful Resources**
- Training Module 8-4: Application Verification & Submission Process at [Choice programs - On Demand Training](#)
- Application Process Bulletin at [School Application Processing](#)


## 13. Preliminary Enrollment Report - due by September 1 (Sunday)

Choice administrators must submit in OAS the Preliminary Enrollment report providing the list of Choice students and count of Choice and non-Choice students enrolled at your school. Schools report students that have enrolled and have not withdrawn.

To access the report in OAS, schools should click on "Prelim Enrollment" on the left OAS menu bar. For schools with multiple pages of students, use the "next" button to save each page then use the "back" button to go to the next page. This ensures data is saved in case the system times out.

Schools may change the grade level for students on the Preliminary Enrollment Report. Schools are responsible for grade placement for students. A Choice student may repeat a grade as long as the student meets the Choice program age requirements. Please see the Application Verification and Corrections FAQ at [School Application Processing](#) for additional information.

MPCP and RPCP schools must submit the applications under "Submit Apps to DPI" in OAS in order to be able count the students on the Preliminary Enrollment report. Please see the "MPCP & RPCP Schools - Submit Applications in

OAS - due by September 1" section of this document for additional information. Eligible student applications accepted during the September open application period may not be counted on this enrollment report and will not generate a September payment. The school will receive 50% of the annual FTE payment amount in November if the student is counted on the Third Friday in "September Count" report.

Schools that participate in both the Choice program and the Special Needs Scholarship Program (SNSP) may only count a student in one program on the Preliminary Enrollment Report. A student may not be both a Choice student and an SNSP student at the same time. If a student applies to both the Choice program and SNSP, the parent/guardian must determine which program the student will participate in and the school should obtain a signed document or email from the parent indicating the program. Please see the Initial Student Eligibility Bulletin (question 1) at SNSP Bulletins for information on how to proceed if a student applies for both the Choice program and the SNSP.

Schools are reminded to retain the documentation used in verifying student eligibility for the Choice program. This includes income, if applicable, and residency documentation.

Schools receive a September state aid payment based on the school's eligible applications and corresponding class list submitted to the DPI on the Preliminary Enrollment report. Please see the September Payment section of this document for additional information.

***The DPI recommends schools submit the report in OAS prior to Sunday, September 1 so there is staff available if the school has questions.***

### Helpful Resources
- Training Module 9-2: Preliminary Enrollment Report at Choice programs - On Demand Training
- Initial Student Eligibility Bulletin (question 1) at SNSP Bulletins

## 14. Summer School Count Report - due by September 15 (Sunday)

Choice schools seeking a Choice state aid payment for eligible summer school instruction must submit the Summer School Count Report in OAS providing the list of Choice students who attended summer school at the school. Schools that participate in multiple Choice programs (MPCP, RPCP, and/or WPCP), must submit a Summer School Count Report for each Choice program in OAS even if the school did not have students from a particular program participating in summer school.

To access the report in OAS, schools should click on "Summer Sch Count" on the left OAS menu bar. For schools with multiple pages of students, use the "next" button to save each page then use the "back" button to go to the next page. This ensures data is saved in case the system times out. Schools can change the grade level for students in the count report in OAS. More guidance on the completing the "Summer Sch Count" report in OAS will be provided to schools that submitted a summer school course list for summer 2019.

If the school completed the summer school course list report in OAS that was due by May 1, 2019 and did not offer a Choice summer school program, the school's choice administrator should email the DPI at PrivateSchoolChoice@dpi.wi.gov, including the school's name, and stating that the school did not offer a Choice summer school program for the summer of 2019.

Please note that summer school courses funded through Federal Title programs are not eligible for payment through the Choice summer school program.

The DPI will process the summer school payments for eligible schools that offered Choice summer school based on the Summer School Count Report submitted to the DPI in OAS by the end of November.
- The per aid student state aid amount for each eligible student that attends the Choice summer school program 15 or more days is 5% of the maximum per student state aid amount from the prior year for the grade in which the pupil is attending summer school ($387.70 for K4-8 students and $420.00 for 9-12 students).

- The per aid student state aid amount for each eligible student that attends the Choice summer school program less than 15 days is prorated based on the number of days the student attends the Choice summer school program.

***The DPI recommends schools submit the report in OAS prior to Sunday, September 15 so there is staff available if the school has questions.***

**Helpful Resource**
- Summer School Bulletin and Summer School Count Report Instructions at [Program Bulletins](#)


# 15. Third Friday September Count

### a. *Third Friday September Count Date*

On September 20, 2019, Choice schools take the Third Friday in September count of students in their school, identify students who remained on the school's MPCP and RPCP waiting list as of the Third Friday in September, and start preparing in OAS the Third Friday September Count Report.

Choice schools count by grade level how many students were in attendance for instruction on the count date, or if absent, were in attendance for instruction at least one day before and one day after the count date. Students who are absent on the count date ***do not*** have to be in attendance for instruction on the exact day before and after the count date to meet the Choice count requirements.

If a Choice student is absent on the count date, the school must ensure the student was not enrolled in another private school, a home-based private educational program, a charter school, or a public school district in or out of Wisconsin during the period of absence from the school. The school ***may not*** count a student on the count report if the student was enrolled in another school or home-based private educational program during the period of absence from the school.

### b. *Residency Re-Verification for Incoming WPCP Students*

WPCP schools must confirm that **ALL** incoming students who have been accepted at the school still reside at the address on their application as of the Third Friday in September. Incoming Choice students are those who first begin participating in a Choice program under Wis. Stat. § 118.60 in the 2015-16 school year or thereafter. The school must report if a student has moved on the Third Friday in September Count Report in OAS. If the student has moved, the school must obtain documentation showing the student's new address and determine the school district for the new address no later than October 1, 2019. The new residency documentation must be dated between August 16, 2019 and October 1, 2019. The "Incoming Moves" page of the Third Friday in September Count Report includes the student address provided on the application, updated for any accepted WPCP address changes due to a student moving as previously discussed. Schools can also obtain the address provided on the application for all of the students at the school by using the "Export to Excel" function in OAS. The Export to Excel function will also identify which pupils are Incoming Choice pupils. The Export to Excel function is available under the "Applications" section on the left navigation bar in OAS.

WPCP students moving to a school district that is at the 4% student participation limit will not lose their seats because of the limit.

### c. *Third Friday September Count Report – Due October 1*

To access the report in OAS, schools should click on "September Count" on the left OAS menu bar. For schools with multiple pages of students, use the "save" or "next" button to save each page. This ensures data is saved in case the system times out. Choice administrators must submit in OAS the Third Friday in September Count Report.

When completing the count report, schools must ensure the grade on the count report matches the grade the student was in on the Third Friday in September and update the grade in the count report if needed. Schools are responsible for grade placement for students. A Choice student may repeat a grade as long as the student meets the Choice program age requirements. Please see the Application Verification and Corrections FAQ at School Application Processing for additional information.

MPCP and RPCP schools must submit the applications under "Submit Apps to DPI" in OAS in order to be able count the students on the "September Count" report. Please see the "12. MPCP & RPCP Schools - Submit Applications in OAS - due by September 1 (Sunday)" section of this document for additional information.

***If a Choice student attends the school on the count date,*** the school may mark the student as "Present on Count Date" on the "Applications" page of the count report in OAS.

***If a Choice student is absent on the count date (i.e. September 20) and the student was not enrolled in another school or home-based private educational program during the period of absence from the school***, see the instructions below to complete the count report.
- *Student attends any day before September 20, is absent on September 20, and attends after September 20:* The school may count the student by marking the student as "Present Before" and "Present After" on the "Before/After" page of the count report in OAS. Examples include a student who is in attendance on September 16 and 23 or August 26 and September 30.
- *Student attends any day before September 20, is absent on September 20, and begins attending again after October 1:* The school may mark the student as "Present Before" but may not mark the student as "Present After" on the "Before/After" page of the count report. The school may work with the school's auditor to add the student in the September Enrollment Audit. Examples include a student who is in attendance on September 16 and October 4.
- *Student attends any day before September 20, is absent on September 20, and does not attend the school for the remainder of the school year:* The school may mark the student as "Present Before" but may not mark the student as "Present After" on the "Before/After" page of the count report. This student does not meet the Choice count requirements for the September count report and may not be counted via the September Enrollment Audit.
- *Student begins attending the school after September 20, but before October 1:* The school may not mark the student as "Present Before" but may mark the student as "Present After" on the "Before/After" page of the count report. This student does not meet the Choice count requirements for the September Count Report and may not be counted via the September Enrollment Audit.

For schools that participate in both the Choice program and the Special Needs Scholarship Program (SNSP):
- Schools may only count a student in one program on the September Count Report. A student may not be both a Choice student and an SNSP student at the same time. If a student applies to both the Choice program and SNSP, the parent/guardian must determine which program the student will participate in and the school should obtain a signed document or email from the parent indicating the program. Please see the Initial Student Eligibility Bulletin (question 1) at SNSP Bulletins for information on how to proceed if a student applies for both the Choice program and the SNSP.
- The all pupil counts on the September Count Report for the Choice program must match the all pupil counts in the SNSP 3nd Friday in September Pupil Count Report.

Choice schools participating in the MPCP and/or RPCP identify applications that are on the school's waiting list as of the Third Friday in September on the Waiting List page of the September Count Report in OAS. It is important that schools with a MPCP and/or RPCP waiting list for the 2019-20 school year indicate on the September and January Count Reports the student applications on the school's waiting list because students continuing in any of the Choice programs or on the Choice waiting list for the same Choice program for the 2019-20 school year do not need to meet the income limits when applying for the 2020-21 school year.

Schools receive a November state aid payment based on the school's eligible applications and corresponding class list submitted to the DPI on the "September Count" report.

- If there are students that were not included on the Preliminary Enrollment Report that meet the Third Friday September Count Report requirements, the school will receive 50% of the annual FTE amount for the students in November.
- If there are students counted on the Preliminary Enrollment Report that do not meet the Third Friday September Count Report requirements, the amount of the September payment for those students will be deducted from the November payment.

Choice schools will also indicate on the Third Friday September Count Report: 1) the school's first and last day for the 2019-20 school year; and 2) the dates of the two required meetings for parents and your school's governing body, at which members of the governing body of the school will be present and available to meet and communicate with all students and their parents or guardians applying to attend the school or attending the school. At least 30 days before the scheduled meeting date, schools must notify, in writing, each adult student or the parent or guardian of each minor student applying to attend or attending the school of the meeting date, time and place.

**Helpful Resources**
- Training Module 9-3: Third Friday in September & Second Friday in January Count Reports at Choice programs - On Demand Training
- Residency Documentation Bulletin at Program Bulletins
- Application Verification and Corrections FAQ at School Application Processing
- Initial Student Eligibility Bulletin (question 1) at SNSP Bulletins

## 16. MPCP & RPCP Schools - Last Day to Request Non-Grade Changes by the DPI - October 1

Schools may email the DPI at PrivateSchoolChoice@dpi.wi.gov to request non-grade changes to the 2019-20 school year applications received between February and September, until October 1. Emails with non-grade change requests must include the student's name and date of birth, in addition to the information that must be changed. See the Application Verification and Corrections FAQ for additional information on what should be included in the email.

If a student moves after the open application period in which they applied, the address in OAS is generally not updated. The address should only be updated in OAS for the pupil moves previously described and if a WPCP Incoming pupil is at a different address as of the Third Friday in September. The school must report if a WPCP incoming pupil has moved on the Third Friday in September Count Report in OAS.

The last day for WPCP schools to make grade changes was May 1 and the last day for MPCP and RPCP schools to make grade changes is July 31. After these dates, schools may change the grade for a student through the enrollment/count reports. All changes after October 1 to these applications must be included in the school's Enrollment Audits. **Changes identified by the auditor and/or the school after this date should not be emailed to the DPI. The changes must be included in the Enrollment Audit by the school's auditor.**

**Helpful Resources**
- Application Verification and Corrections FAQ at School Application Processing
- Residency Documentation Bulletin and Income Documentation Bulletin at Program Bulletins

# OTHER INFORMATION

## 17. September Choice Payments

By the end of September, the DPI processes the September state aid payments to eligible schools by direct deposit, based on each school's eligible applications and corresponding class list submitted to the DPI in the Preliminary Enrollment Report.

Choice schools can see the September state aid payments by student, when available, in OAS by clicking on "Payments" on the left OAS menu bar. From the "Payments" page in OAS, schools can also export the data to Excel to view the headcount and FTE by student for each count date.

Choice schools will also be able to see payments in the Private School Aids Register. To access the register, click on "Aids Register" located on the left menu bar of the Private School Choice Programs homepage (second from the bottom). Schools are prompted to enter the fiscal year, the school's legal entity name, and the agency number. Tip: Enter "2020" for fiscal year. Next, enter the school's legal entity name, click in the agency number box, and the agency number is automatically filled.

**Helpful Resources**
- Training Module 9-1: Payment Process, Pupil Count Report & Audit Overview at Choice programs - On Demand Training
- Application Process Bulletin at School Application Processing. See Timing of Choice Payments on page 2.

## 18. Governing Board Member, Designee, & Administrator Changes

Choice schools must report all of the following changes to the department by completing a School Information Update Form, found on the School Information page, with the current information throughout each school year:

- Identify new governing board members;
- Change the personal mailing address for governing board members, designees, or Choice administrators; and
- Change the Choice administrator.

To establish or change a designee, please use the Designee Authorization Form, located on our Training page.

New Choice administrators and designees are required to read the OAS Access training presentation and successfully complete the quiz in order to receive a user name and password for the Online Application System (OAS). Current Choice administrators or designees are not required to complete the OAS Access training.

New Choice administrators are also required to read the Choice Program Requirements training presentation and successfully complete the quiz. All training can be accessed on the Training page.

If a governing board member or designee is no longer in their position, the Choice administrator or individual no longer in the position should send an email to the DPI at PrivateSchoolChoice@dpi.wi.gov that includes the school name and city, the name of the individual, and the date they were no longer in the position.

**Helpful Resources**
- Training Module 3-4: School Information Update Form at Choice programs - On Demand Training
- Choice Program Requirements training presentation and quiz at Training

## 19. Compensation Agreement Requirements

The school is required to have a written compensation agreement stating the employee's compensation that is signed by both a representative of the school and the employee for all employees at the school. The agreement must be completed before the first day the employee works for that school year. If not already part of the agreement, the school must also provide each employee with a document that states the dates the school will pay each employee before the first payment is made. The school may not have any more than 31 days between the pay dates.

For any changes to the written agreement, including payments that are in addition to the base pay such as a bonus or additional payment for creating curriculum, the school must provide written notification to the employee before the payment. The written notification does not need to be signed. The written notification can be provided electronically, but the auditor must be able to confirm that it was provided to the employee. The auditor must be able to confirm that the notification included all of the required components.

> a. If the payment is for a one-time item such as a bonus, the written notification must specify: (1) when the amount will be paid and (2) how much the amount is or how the amount will be calculated.
> b. If the payment is for an ongoing change such as a merit increase or additional duties, the written notification must specify: (1) the date the ongoing change is effective and (2) when the per paycheck amount or how the amount will be calculated.

The auditor will determine that the school has met these requirements as of part of the Fiscal and Internal Control Practices Report due by December 15, 2019.

### Helpful Resource
- Training Module 6-4: Expense Payments & Employee Compensation at Choice programs - On Demand Training

## 20. Background Checks

Schools participating in the Private School Choice Programs or Special Needs Scholarship Program (collectively "programs") must conduct a criminal background check for any individual at the school's legal entity who is defined as an employee under Wis. Stat. § 108.02 (12) and is directly or indirectly related to the school's educational programming. The background check must be completed prior to employing any individual who meets the specified criteria and every five (5) years thereafter.

In addition, the school must complete background checks for any drivers of alternative vehicles. This requirement applies whether the school owns an alternative vehicle or contracts for a pupil transportation vehicle from a party other than a Wisconsin school district. Additional information on this requirement is available on the Choice Fiscal and Internal Control Practices webpage. Each school's independent auditor will determine that the school has met these requirements as of part of the Fiscal and Internal Control Practices Report due by December 15, 2019.

### Helpful Resources
- Training 6-12: Criminal Background Checks at Choice programs - On Demand Training
- Criminal Background Checks Bulletin at Program Bulletins
- The Choice Fiscal and Internal Control Practices webpage

## 21. Administrator, Teacher, and Teacher Aide Credentials

All administrators, teachers, and teacher aides (whether permanent or substitute) at the school must have the required credentials. The required credentials are as follows:

- **Administrators:** All administrators must have *at least* a bachelor's degree from an accredited institution of higher education or a teaching license or administrator's license issued by the department.

- **Teachers:** All teachers, including substitute teachers, must have a teaching license issued by the department or *at least* a bachelor's degree from an accredited institution of higher education.
- **Teacher Aides**: All teacher's aide must have *at least* graduated from high school, been granted a general educational development (GED) or high school equivalency diploma (HSED), or have been granted a high school diploma by the administrator of a home-based private education program.

The auditor will determine that the school has met these requirements as of part of the Fiscal and Internal Control Practices Report due by December 15, 2019.

### Helpful Resources
- Training Module 6-9: Employee Education Requirements at Choice programs - On Demand Training
- Staff Credentials Bulletin at Program Bulletins

## 22. Buses and Alternative Vehicle Requirements

Schools that own or contract for buses or alternative vehicles are required to meet certain requirements. An alternative vehicle is any motor vehicle that is not a yellow school bus that is used to transport pupils. These requirements include having the required insurance coverage, being current with the insurance payments, and having a vehicle that has passed an inspection.

For school provided alternative vehicle transportation, the school must maintain a daily log for each vehicle that includes the pupils transported. The vehicle cannot exceed its capacity and must not have more than 9 passengers and the driver at any time. Additionally, all drivers must have completed the "Alternative Vehicle Driver Information Request Form" and had a background check completed that doesn't have convictions what wouldn't allow the driver to meet the requirements.

The auditor will determine that the school has met these requirements as of part of the Fiscal and Internal Control Practices Report due by December 15, 2019.

### Helpful Resources
- Training Module 6-8: Transportation at Choice programs - On Demand Training
- DOT School Bus or Alternative Vehicle FAQ, Alternative Vehicle Driver Information Request Form, and Alternative Vehicle Drivers Informational Paper at Fiscal & Internal Control Practices Report Webpage

## 23. New 2019-20 Schools – Financial Policy Requirements

Schools participating in the Choice program are required to have the financial policies below. Private schools that are first participating in the Choice program for the 2019-20 school year must develop each of the following financial policies if they do not already have them:
- *EFT (Electronic Funds Transfer) Policy:* This policy must specify whether or not the school will pay disbursements electronically. If the school will pay funds electronically, the policy must indicate who is authorized to approve electronic funds transfers. If the school completes internal fund transfers, the policy should also identify the required authorization for internal fund transfers.
- *Eligible education expense policy:* The eligible education expenses policy must be a written policy that is approved by the school's governing board. It must describe the school's educational purpose and the services related to educational programming that the school provides to pupils enrolled in grades kindergarten to 12 that are reasonable for the private school to achieve its educational purpose. If the school has expenses or offsetting revenues that are partially related to educational programming and partially related to non-educational programming, the policy must describe the allocation method(s) that will be used.
- *Capitalization policy:* The policy must define and describe the different asset categories the school will use. Each category must then be assigned a period of time that the assets in that category are expected to be used. This period of time is known as the useful life. Each category must also be assigned a monetary threshold for which assets in that category will be considered fixed assets.

The school does not need to submit these policies to the DPI unless requested. The school's external auditor will ensure the school has EFT and eligible education expense policies that meet the Choice program requirements when they complete the Fiscal and Internal Control Practices report, which is due by December 15, 2019. The capitalization policy must be developed so that the financial audit can be completed for the school. Additional information on the eligible education expense and capitalization policies is available in the PSCP Eligible Education Expenses Bulletin. Appendix A of this bulletin includes an example capitalization policy.

**Helpful Resources**
- Training Module 5-2: Fixed Assets, Training Module 5-4: Net Eligible Education Expenses, and Training Module 6-5: Financial Internal Control System at Choice programs - On Demand Training
- PSCP Eligible Education Expenses Bulletin at Program Bulletins